



# employer advisor

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## Online Security:

Employers  
Will Need a  
PIN Beginning  
**September  
2010**

**S**tarting in September 2010, an employer will need a Utah Employer PIN number and a current email address to access the online filing system. DWS will mail the PIN number to each employer in the near future. The PIN numbers themselves will be alpha numeric such as AB123C.

To safeguard an employer's DWS account, the PIN should be restricted to those who need access. If you are a payroll provider or an accountant filing for more than one account, please call DWS at either 801-526-9235 or 800-222-2857 and choose option 2 to register. Such registration will allow you to upload and file for multiple accounts without having to provide a PIN number for each employer account.

**For questions, please contact us at either 801-526-9235 or 1-800-222-2857 and select option 2.**

### in this issue:

- Online Security
- The New Hire Registry
- New Quarterly Filing Forms
- Yahoo Email Account

## The New Hire Registry

*Cross-matched with child support enforcement records to save taxpayer dollars*

Created in 1997, The Utah New Hire Registry Program answers Federal Legislation requiring each state to collect employer provided information for newly hired employees. Utah submits this data to the National Directory of New Hires and to the State Office of Recovery Services. It is cross-matched with child support enforcement records to locate parents who have unpaid child support obligations. This data is also used to protect unemployment insurance and public assistance programs from fraudulent unemployment schemes. These efforts save Utah employers many thousands of dollars each year. The goals of the Utah New Hire Registry Program include:

- 1. Encourage employers to submit timely and accurate New Hire reports.**
- 2. Obtain New Hire data by providing reporting options to employers.**

To achieve these goals, Workforce Services has developed an efficient online reporting application. While online reporting isn't required, almost 70% of Utah employers report online. To learn more, please visit us online at <http://jobs.utah.gov/newhire/>.

This web site also offers detailed information about related New Hire topics as well as downloadable New Hire paper forms.

# New Quarterly Filing Forms

The Department of Workforce Services (DWS) is implementing a new reporting form to replace several existing forms. This change represents a consolidation of the old reporting Forms 3, 3H, and 3S into the single reporting Form 33H. This consolidated form also includes a continuation option (33HA) for employers with more than 20 employees.



The goals for the new form consolidation include:

- 1) Streamline the reporting process for all wages and contributions due. The new Form 33H allows an employer to report wages while completing status changes on one single reporting form.
- 2) Provide cost effectiveness for both the employer and DWS by minimizing completion and processing time.

The new forms 33H and 33HA will be phased in as displayed below.

|   | DATE MAILED  | PROCESS  |
|---|--|--|
| <b>Phase I</b><br>Notification/Inform       | 2 <sup>ND</sup> Quarter June 14 <sup>th</sup><br>Due July 31 <sup>st</sup>         | During this phase, employers will receive a draft copy. <b>This copy will not be for use but rather for information purposes.</b>                  |
| <b>Phase II</b><br>Program/Use              | 3 <sup>rd</sup> Quarter September 14 <sup>th</sup><br>Due October 31 <sup>st</sup> | During this phase, the employers will program their computers as needed or send the form to payroll companies/accountants for programming and use. |
| <b>Phase III</b><br>Full Implementation/Use | 4 <sup>th</sup> Quarter December 14 <sup>th</sup><br>Due January 31 <sup>st</sup>  | During the final phase, the employers will be required to use the new form. <b>Old reporting forms will not be accepted.</b>                       |

To summarize, the DWS Unemployment Insurance Division has implemented an improved form for employers to report their quarterly wages and contributions due. With this new form, we hope that employers will need less time to complete their quarterly reports. You may view the new Form 33H on our web site at <http://jobs.utah.gov>.

If you have questions, concerns, or suggestions, please contact us at (801) 526-9235 or 800-222-2857 and select option 7.



## Yahoo Email Account

Please be aware that if you use a Yahoo email account, you may not receive every email message sent by the State of Utah. The way that Yahoo handles incoming email messages causes this issue. Because we cannot guarantee delivery to Yahoo accounts, we encourage employers to use an email account from a different provider.

